

Department of the Army
United States Army Installation Management Command,
United States Army Garrison, Fort Belvoir
Fort Belvoir, Virginia 22060-5920
15 July 2015

*FB Pamphlet 25-59

Records Management: Administrative Services Division

OFFICE SYMBOLS

Summary. This pamphlet provides a list of official office symbols for US Army Garrison, Fort Belvoir, Virginia. This revision is the result of Department of the Army, Headquarters, US Army Installation Management Command guidance.

Applicability. This pamphlet applies to all US Army Garrison, Fort Belvoir, Virginia activities.

Suggested Improvements. The proponent of this pamphlet is the Directorate of Human Resources, Administrative Services Division. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, Administrative Services Division, (IMBV-HRR), 5815 20th St, Bldg 213, Fort Belvoir, VA 22060-5920.

Distribution. This pamphlet is available only on Fort Belvoir's Homepage at <http://www.belvoir.army.mil/pubs/Belvoir/PDF/TableofContentsFBmain.html>

Table of Contents

	Paragraph	Page
Purpose.....	1-1	1
References.....	2-1	1
Office Symbol Structure.....	3-1	2
Request for Office Symbols.....	4-1	2
Appendix A US Army Garrison, Fort Belvoir, Office Symbols		3

1-1. Purpose. This pamphlet provides a listing of current official office symbols for US Army Garrison, Fort Belvoir.

2-1. References.

- a. Army Regulation 25-59, Office Symbols, 14 August 2007.
- b. IMCOM Supplement 1 to AR 25-59, Information Management: Records Management, Office Symbols, 14 April 2014.

*This pamphlet supersedes Fort Belvoir Pamphlet 25-59, 15 February 2012

3-1. Office Symbol Structure for US Army Garrison, Fort Belvoir, Virginia.

a. The Administrative Services Division is responsible for establishing office symbols for US Army Garrison, Fort Belvoir, Virginia. Office symbols are established as follows:

(1) Office symbols are limited to not more than seven letters. A hyphen is placed between the fourth and fifth letters (for example, IMBV-XXX).

(2) The first two letters of IMCOM's office symbol structure were assigned by HQDA and were designated with an IM.

(3) Only letters of the alphabet may be used in office symbols.

(4) The third and fourth letters are assigned for garrison and were designated with BV.

(5) The first six letters of the office symbol indicate existing directorates (for example, Human Resources, (IMBV-HR), Public Works (IMBV-PW) and Plans, Training and Mobilization (IMBV-PL).

(6) The seventh letter will identify a staff division, section or comparable element (for example IMBV-HRR).

(7) All exceptions to the office symbols structure are based on a standardized garrison structure. Any exceptions must be submitted to the Fort Belvoir Records Manager who will in turn submit a formal request to Headquarters, IMCOM's records manager for final approval. Do not request changes to office symbols solely because of an activity name change.

b. Office symbols for US Army Garrison, Fort Belvoir, Virginia are listed in Appendix A.

Appendix A
US Army Garrison, Fort Belvoir Office Symbols

OFFICE OF THE GARRISON COMMANDER

Garrison Commander	IMBV-ZA
Deputy to the Garrison Commander	IMBV-ZB
Command Sergeant Major	IMBV-CM
Administrative Office	IMBV-AO
Sexual Harassment and Assault Prevention	IMBV-SH

HEADQUARTERS BATTALION

Commander	IMBV-HB
Command Sergeant Major	IMBV-HBC-M
Executive Officer	IMBV-HBX-O
Battalion S1	IMBV-HBS-A
Battalion S2/S3	IMBV-HBS-B
Battalion S4	IMBV-HBS-C

HEADQUARTERS AND HEADQUARTERS COMPANY
SPECIAL ACTIVITIES

IMBV-HH

DIRECTORATE OF RESOURCE MANAGEMENT

Resource Management Officer	IMBV-RM
Budget & Accounting Branch	IMBV-RMB
Manpower & Agreements Branch	IMBV-RMM

PLANS, ANALYSIS & INTEGRATION OFFICE

Plans, Analysis & Integration Officer	IMBV-PAI
Management Analysis Branch	IMBV-PAM
Planning Integration Branch	IMBV-PAP

PUBLIC AFFAIRS

Public Affairs Officer	IMBV-PA
------------------------	---------

EQUAL EMPLOYMENT OPPORTUNITY OFFICE

Equal Employment Opportunity Officer	IMBV-EE
--------------------------------------	---------

EQUAL OPPORTUNITY OFFICE

Equal Opportunity Office	IMBV-EO
--------------------------	---------

RELIGIOUS SUPPORT OFFICE

Chaplain	IMBV-CH
Family Life Branch	IMBV-RSF

INTERNAL REVIEW AND AUDIT COMPLIANCE

Internal Review and Audit Officer	IMBV-IR
-----------------------------------	---------

Appendix A (Continued)
US Army Garrison, Fort Belvoir Office Symbols

SAFETY DIRECTORATE

Safety Officer IMBV-SO

STAFF JUDGE ADVOCATE

Office of the Staff Judge Advocate IMBV-JA
Legal Assistance Branch IMBV-JAL
Administrative/Civil Law Branch IMBV-JAA
Claims IMBV-JAC
Criminal Law IMBV-JAJ

DIRECTORATE OF HUMAN RESOURCES

Director, Human Resources IMBV-HR
Army Substance Abuse Program (ASAP) IMBV-HRA
Army Career and Alumni Program (ACAP) IMBV-HRC
Army Continuing Education Services (ACES) IMBV-HRE
Military Personnel Division IMBV-HRM
Personnel Services Branch IMBV-HRM-P
Personnel Processing Branch IMBV-HRM-B
Personnel Strength & Ops Branch IMBV-HRM-S
Casualty Assistance Branch IMBV-HRM-C
Administrative Services Division IMBV-HRR
Official Mail & Distribution Center IMBV-HRR-M

DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION

Director, Family and Morale, Welfare and Recreation IMBV-MW
Non-Appropriated Fund Resource Division IMBV-MWN
Army Community Service Division IMBV-MWA
Business Operations Division IMBV-MWB
Child and Youth Services Division IMBV-MWC
Community Recreation Division IMBV-MWR

DIRECTORATE OF PLANS, TRAINING, MOBILIZATION AND SECURITY

Director, Plans, Training, Mobilization IMBV-PL
and Security
Plans and Operations Division IMBV-PLO
Plans Branch IMBV-PLO-B
Operations Branch IMBV-PLO-O
Security and Intelligence Division IMBV-PLS
Visual Information, Training and Information IMBV-VI
Management Division
Multimedia Visual Information Branch IMBV-MV
Training Branch IMBV-T
Information Management Branch IMBV-IM

Appendix A (Continued)
US Army Garrison, Fort Belvoir Office Symbols

DIRECTORATE OF PUBLIC WORKS

Director, Public Works	IMBV-PW
Business Management Division	IMBV-PWB
Compliance Branches	IMBV-PWE-COM
Contract/Construction Division	IMBV-PWC
Engineering Division	IMBV-PWD
Environmental & Natural Resources Division	IMBV-PWE
Natural Resources	IMBV-PWE-NRS
Housing Division	IMBV-PWH
Housing Services Office	IMBV-PWH-HSO
Residential Communities Initiative	IMBV-PWH-RCI
Unaccompanied Personnel Housing	IMBV-PWH-UPH
Master Planning Division	IMBV-PWM-GIS
Operations/Maintenance Division	IMBV-PWO

DIRECTORATE OF EMERGENCY SERVICES

Director, Emergency Services	IMBV-ES
Operations and Administration Division	IMBV-ESA
Fire and Emergency Services Division	IMBV-ESF
Investigations Division	IMBV-ESI
Law Enforcement Division	IMBV-ESP
Physical Security Division	IMBV-ESS

FOR THE COMMANDER:

MICHELLE D. MITCHELL
Colonel, AG
Commanding

OFFICIAL:

KEVIN B. RENNICK
Director of Human Resources